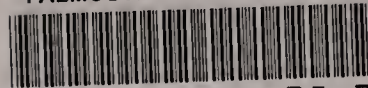


FALMOUTH PUBLIC LIBRARY



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R E C O R D S

Trustees of the

Falmouth Free Public Library,

Falmouth, Mass.

Milford R. Lawrence having been re-elected Trustee for a three year term, and Joseph F. Whitney for a one year term to complete the unexpired term of Rev. Henry H. Smythe, and both having been duly sworn before the Town Clerk this day, a meeting of the Trustees was held.

Minutes of the Dec. 22nd meeting read and approved.

Milford R. Lawrence was elected Chairman and Warren F. Davis Secretary and Treasurer for the ensuing year.

Voted:

That Warren F. Davis, Treasurer, be bonded for \$2,500. as treasurer of the income accounts.

To consider the matter of "topping off" the elm trees on the front grounds, Messrs. Lawrence and Whitney to decide and report to James Nicol on the advisability or otherwise.

To change the hours of the Winter schedule so that the Library will be open every afternoon but Wednesday from 2 to 6, and Tuesday, Thursday and Saturday evenings from 7 to 8.30, and to discontinue morning hours unless this be objected to by the schools, also to have a sign on the Library showing the open hours, and advertise the change in the paper.

To sell the old roll top desk.

Matter of buying books discussed and the Treasurer reported that the Trustees of the Esther E. Beebe fund have agreed to pay semi-annually to the Trustees of the Library the income this fund has earned.

A true record, attest:

Warren F. Davis
Secretary.

Trustees Meeting

July 9, 1931.

Chairman Milford R. Lawrence presiding, with Joseph F. Whitney and Warren F. Davis present.

Minutes of Feb. 24th meeting read and approved.

Voted:

To approve list of books to be purchased as submitted by Librarian.

That the Library shall be kept open from

1.30 to 6.00 and 7.00 to 8.30 P. M.

each week day, but closed all day Wednesday from Sept. 15th to June 15th.

To grant to the Librarian, Miss Cecelia L. Bowerman, a leave of absence of approximately nine (9) month commencing the middle of September next, without salary, and with the understanding that she will serve as Librarian for one year from the end of this period at \$30. per week.

To secure the services of Miss Elizabeth Beasley to act a Librarian in Miss Bowerman's absence at a suggested salary of \$20. per week.

After considering various minor matters, meeting adjourned.

A true record, attest:

Warren F. Davis
Secretary.

Trustees Meeting Sept. 23, 1931.

Chairman Milford R. Lawrence presiding and all Trustees present.

Minutes of July 9th meeting read and approved.

Voted:

Not to purchase the Larned Encyclopedia , etc.

To approve list of books to be purchased from Cole's amounting to approximately \$67.85.

To have re-bound approximately 175 volumes now on hand and pay for same from the Esther E. Beebe fund.

To pay Miss Elizabeth Beasley, at the rate of \$24. per week, as acting Librarian during Miss Bowerman's absence.

To have Edward E. Lumbert paint the outside trim of the building.

A letter from the Town accountant regarding purchasing supplies from the Penal Institutions Department was considered and placed on file.

It was suggested that a notice regarding particularly good books be made when publishing lists of new books, also designating books asked for by pupils of the schools and individuals.

The matters of trust fund balances and improvement of the floors considered.

Harvey J. Davis

Clerk.

Milford R. Lawrence presiding, with all Trustees present.

Minutes of the Sept. 23rd meeting read and approved.

Voted to thank Mr. Frank H. Beebe for the set of (10) books "Progress of the Nations" recently presented to the Library by him in memory of his great friend, Rev. Henry H. Smythe, and place them in use with an appropriate card.

To purchase books to the amount of \$150. from the list submitted by Miss Beasley.

To adopt the followsing Budget for 1932

Salaries	Librarian	\$1,560.00	
	Assistant Librarian	175.00	
	Janitor	1,040.00	
Books	New Books	550.00	
	Periodicals	125.00	
	Binding	175.00	
Upkeep	Repairs	62.50	
	Care of Grounds	100.00	
Expenses	Printing and Stationery	50.00	
	Postage and Express	15.00	
	Librarian Supplies	50.00	
	Janitor "	30.00	
	Water	30.00	
	Bond	12.50	
	Fuel	400.00	
	Lights	150.00	
	Incidentals	75.00	
New Equipment		200.00	\$4,800.00

Voted to turn over to the Town of Falmouth the \$31. made up from unclaimed book deposits and fines from previous years now on deposit in the Falmouth Bank.

The matters of Annual Report and floors discussed.

A true record, attest:

Harvey J. Davis
Secretary.

Trustees Meeting

July 26, 1932.

Chairman Milford R. Lawrence presiding with
all Trustees present.

Mrs. James A. Boyce asked to have the copy of
"Science and Health" by Mary Baker G. Eddy, which
was lost, replaced by a new one, also three other
of Mrs. Eddy's books, "Rudiments of Divine Science",
"Introspection and Retrospection" and "Miscellaneous
Writings".

It was Voted:

To build a fence in the basement to close off the
East section and give the property of the Historical
Society protection, and Mr. Whitney given charge of
having Mr. Howe do this work.

To purchase from H. V. Lawrence 50 feet Hose and
a ring for watering the lawn.

To have two (2) Bookshelves made by the Wm. C. Davis
Co. for the Magazine room.

To purchase a double faced open bookshelf unit
similar to the one now used for children's books
same to be stained brown to match the library
woodwork, and refinish the present unit to match.

To consider the matter of ample books on the
subjects of radio, aviation, horticulture, gardens
home economics, public health and interior decorating.

Harvey J. Davis

Secretary.

Trustees Meeting Lawrence's office Dec. 19, 1932.

Chairman Lawrence presiding with all Trustees present.

Minutes of July 26th meeting read and approved
Matters of books, periodicals, publicity and finances
discussed and considered.

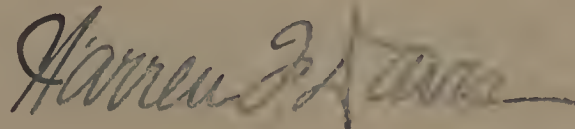
Voted:

To adopt the following Budget for 1933

Salaries	Librarian	\$1,560.00	
	Assistant	200.00	
	Janitor	1,040.00	
Books	New Books	480.00	
	Periodicals	120.00	
	Binding	175.00	
Upkeep	Repairs	50.00	
	Care of Grounds	75.00	
Expenses	Printing and Stationery	30.00	
	Express	10.00	
	Librarians Supplies	70.00	
	Janitors "	15.00	
	Water	30.00	
	Bond premium	12.50	
	Fuel	350.00	
	Lights	150.00	
	Incidentals	32.50	
			\$4,400.00

To purchase with \$1,000. of the funds now on deposit
in commercial department of the Falmouth National Bank
for the Esther E. Beebe fund Five(5) Paid-up Shares
of the Falmouth Co-operative Bank, and to transfer
from the commercial department to the Savings Account
in the Falmouth National Bank the E. Pierson Beebe
income funds of \$500.

A true record, attest:



Secretary.

Special Trustees Meeting H. V. Lawrence's office

Jan. 23, 1933.

A special Meeting was held as above to consider allowing the School Committee to construct a road across the Library property as planned by the Planning Board and approved by the School Committee to the rear of the Elementary School, and it was voted to grant such permission with the condition that the adjacent grading be so arranged or drained that no surface water will be pocketed on the Library property, and a letter be sent to the School Committee to this effect.

Harvey J. Davis

A true record, attest:

Secretary.

Trustees Meeting Feb. 17, 1933 H. V. Lawrence office

All Trustees present.

Voted that Milford R. Lawrence serve as
Chairman and Warren F. Davis as Secretary and Treasurer
for the ensuing year.

Voted to ask the janitor, Henry H. Gifford
to accept a 10% reduction in salary commencing Jan. 1st,
and to leave the Librarian's salary for the present the
same as it has been.

A true record, attest:



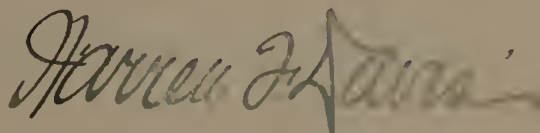
Secretary

Trustees Meeting Sept. 30, 1933 H. V. Lawrence office

All trustees present.

Voted to engage Edward Studley for Janitor
to take the place of Henry H. Gifford, who gave up
his position on this date, at a salary of \$18. per week.

A true record, attest.



Secretary.

Trustees Meeting

Dec. 19, 1933.

At the office of H. V. Lawrence, called to order
by Chairman Milford R. Lawrence, all Trustees
present.

Voted:

To send Henry H. Gifford a Christmas letter
of appreciation of his services as Janitor from
Dec. 1922 to Sept. 1933 with a check for \$50.

To adopt the same Budget of \$4,400. for
1934 and ask the Town for an appropriation of
this amount.

Harvey P. Davis
Secretary.

Trustees Meeting

Nov. 9, 1934

Milford R. Lawrence presiding, all present.

Matters of investments and clogged water pipes dis-
cussed and decided to consider latter when making up
1935 budget. Plans for Boys and Girls Department in
East room presented and voted to investigate cost of
shelving, etc., also to look into the matter of book
mending with E. R. A. assistance financially.

Harvey P. Davis
Secretary.

Trustees Meeting January 24, 1935 at the Library.

Chairman Lawrence presiding with all Trustees present.

Annual Report of the Librarian received and accepted.

Voted:

To obtain estimates from the Falmouth Plumbing Company and P. F. Powers for renewing the water pipes in the basement to the boiler, toilets and west cill cork, using copper tubing and fittings.

To accept the estimate of I. H. Bogart & Son, Inc., Boston, of \$467. for Bookshelves to be installed on the East and South sides of the East Room, similar to the ones now in the West Room, and have these made and erected at once, to be paid for from the E. Pierson Beebe funds.

To authorize the Librarian to purchase books up to \$100. value for the Boys and Girls Department and pay for them from Esther E. Beebe funds.

To employ an Assistant Librarian commencing Feb. 1st for a maximum of 22½ hours per week at 50¢ per hour.

To purchase a Book Truck and 2 new White Seats for the toilet flush bowls.

To transfer to the Falmouth National Bank Savings department the Joseph J. Holland funds now in checking account.

The Annual Report to the Town was arranged for, the statement of the Trustee of the Esther E. Beebe funds examined and approved, and the Treasurer's accounts of the various funds examined and approved. The matter of an article in the Annual Town Meeting Warrant regarding library facilities at East Falmouth discussed and thought best to obtain further information on this situation.

A true record, attest:

Harvey E. Davis
Secretary.

Trustees' Meeting Dec. 19, 1935 at the Library

Milford R. Lawrence, Chairman, presiding and Warren F. Davis present (Joseph F. Whitney having resigned on Dec. 4th on account of removal to Washington, D. C.)
Voted to ask the town to appropriate the following budget for 1936

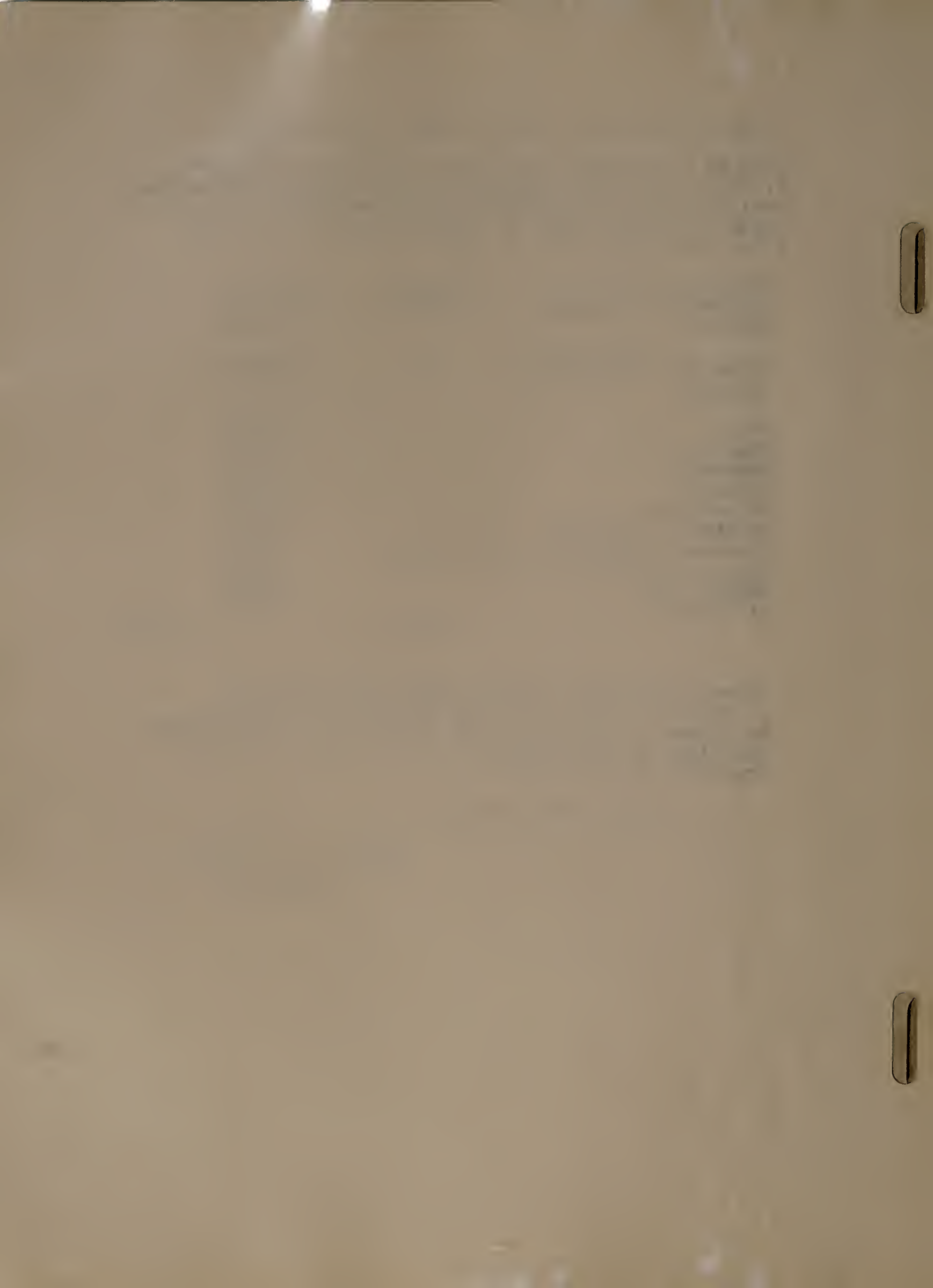
Librarian	(E. Fal)	\$1,560.00	
Assistant Librarian	\$156.	676.00	
Janitor		936.00	
Books and Periodicals	84.	584.00	
Binding		150.00	
Fuel		300.00	
Lights		175.00	
Telephone		37.20	
Repairs		350.00	
Furnishings		25.00	
Janitors' Supplies		25.00	
Stationery, Printing, etc.	10.	62.00	
Care of Grounds	----	30.00	
Surety Bond		12.50	
All other		27.30	
	(\$250.)		\$4,950.

Voted to purchase 2 Large Tables and have made 4 Bookshelves, for the East Falmouth branch, to be housed in the North west room of the East Falmouth schoolhouse, the temporary use of which the School Committee has granted.

A true record, attest:



Secretary.



Trustees Meeting held at the Library July 20, 1936

Called to Order by Milford R. Lawrence, with Mrs. Helen W. Peters, newly elected member, present for the first meeting, and Warren F. Davis present.

Voted that Milford R. Lawrence be Chairman and Warren F. Davis Secretary-Treasurer as previously.

To frame 2 WPA pictures at an estimated cost of \$8.

Various matters including finances, grounds, shrubbery and janitor service discussed.

Decided to hold a meeting regularly on the second Thursday of each month.

Warren F. Davis

Secretary.

Trustees Meeting held at the Library Aug. 13, 1936

All Trustees present. Minutes of July 20th approved.

Voted to have the shrubbery put in order and to ask the Highway Department to fix the driveway, also to have some new plants for the Childrens Room, and the windows eased.

Warren F. Davis

Secretary.

Trustees Meeting

Sept. 9, 1936

At the Library, all trustees present.

Voted to secure prices for weather-stripping 11 Windows,
to have Geo. Handy paint the trim
to get estimate for floors in the toilets
to look into the matter of a new boiler with
oil burning equipment.

Harvey F. Davis
Secretary.

Trustees Meeting

Oct. 8, 1936

At the Library, all trustees present.

Voted to accept the proposal of the Davis Weatherstrip
& Screen Co. of Lynn to install weatherstripping in
11 Windows at the cost of \$61.

to pay the usual weekly amount to the assistant
Librarian, Mrs. Harris, for one week's vacation.

to acknowledge receipt of application of
Mrs. Jordan for work as assistant librarian.

The matters of toilet floors, heating apparatus
and roof leaks carried along for further consideration.

Harvey F. Davis
Secretary.

Trustees Meeting

Nov. 19, 1936

At the Library, all Trustees present.

The matter of additional book space at East Falmouth, new and re-placed books and magazine list considered. Voted to appropriate \$200. from the Esther E. Beebe Fund for new books and to leave the matter of periodicals to the judgement of the Librarian.

A true record, attest:

Harvey Davis

Secretary.

Trustees Meeting Dec. 10, 1936 All present.

Voted to ask for the following appropriation for 1937

Librarian	\$1,716.00	
Asst. "	598.00	(E Fal \$208)
Janitor	936.00	
Books and Periodicals	820.00	" \$80.
Binding	150.00	
Fuel	200.00	
Repairs	150.00	
Furnishings	25.00	
Janitor Supplies	15.00	
Care of Grounds	30.00	
Librarian Supplies	87.00	" \$12.
Telephone	40.00	
Bond	12.50	
Other	20.50	
	\$4,800.00	\$300.
Boiler and Burner	900.00	
	\$5,700.00	

A true record, attest:

Harvey Davis
Secretary.

Trustees Meeting March 26, 1937 at Wm. C. Davis Co. office
All present. Discussed the matter of oil burning furnace
and received notice of resignation of Edward Studley, janitor.

Trustees Meeting March 29, 1937 All present.
Voted to appoint Albert S. Robbins janitor at the salary
of \$18. per week, to commence work Sunday, April 2nd.
The Treasurer's accounts were examined and found correct
for the year 1936. Decided that \$200. be spent for
books, same to be selected by Mrs. Peters and the Librarian.
Matter of oil burning furnace discussed again.

Trustees Meeting April 26th, 1937. All present.
The matter of janitor's hours and tools discussed.
Bid of \$908.67 from the Dyer Electric Co. for a General
Electric oil burning furnace received. Mr. Knowles,
representing the Falmouth Electric Co. was allowed to
explain the merits of cast iron boilers, but no decision
made regarding placing order.

(By agreement, order for the oil burning furnace was
placed with the Dyer Electric Co. on June 21st, on
basis of April 3rd bid of \$908.67)

Trustees Meeting Aug. 3rd, 1937 All present.
Voted to allow placing of four seats in front of circular
path around Memorial, subject to removal if objectionable.

Above are true records, attest:

Harvey J. Davis
Secretary.

Trustees Meeting Dec. 16, 1937 All members present.

Records of meetings for past year read and approved.
Discussed matters of

Use of Toilets

Heater operation

Chairs and Reference books for East Falmouth, also shelves

Use of Basement Room vacated by Historical Society

Electric Lighting for Christmas

Budget

Voted to purchase 6 Chairs for East Falmouth, to include item of \$100. in budget for Reference Books, and ask School Department thru Mrs. Robinson to furnish shelves for books.

To place lights on the Library for Christmas and spend at least \$50. for this purpose and equipment, same to come from Beebe funds.

The following appropriations to be asked for for 1938

Librarian (53 weeks @ \$33.)	\$1,749.00
Assistants " " including vacation	
substitution \$25.	634.50
Janitor " "	954.00
Books	700.00
Periodicals	150.00
Binding	200.00
Fuel	250.00
Repairs	50.00
Furnishings	50.00
Supplies	25.00
Care of grounds	50.00
Printing and stationery	75.00
Telephone	40.00
Bond	12.50
Other	10.00

\$4,950.00

A true record, attest:

Harold Davis

Secretary.

1938

Trustees Meeting April 22nd at Library

All Trustees present.

Records of previous meeting read and approved.

Voted to continue with the same organization as last year, with Milford R. Lawrence Chairman, and Warren F. Davis, Secretary and Treasurer.

Accounts of the Esther E. Beebe, E. Pierson Beebe and J. J. Holland Funds, for 1937, were examined and found correct.

Voted to increase the salary of the Librarian, Miss Cecelia L. Bowerman, to \$33. per week, to be retroactive to January first, and to increase the salary of the Janitor, Albert S. Robbins, for 26 weeks beginning April 30th, to \$24. per week, with the understanding that he is to work two hours additional per day, or the equivalent amount at his convenience, and after the 26 weeks, his salary is to be \$18. per week as at present.

Voted to purchase some cherry or other trees to replace the ones which are dieing, the matter to be left to the judgement of Mr. Lawrence.

A true record, attest:

Warren F. Davis
Secretary.

Trustees Meeting Dec. 13, 1938 All Trustees present.

Records of December and April meeting read and approved.

Voted To place Christmas lights and decorations on the Library and that the matter be left with Mr. Lawrence to attend to.

To place the subscriptions for periodicals with Mr. Duglay for \$108. , and to catalog the East Falmouth library during the coming year, cost estimated at \$25. for cards, etc., also to remove the old gas machine and make this space into a rest room.

Matters of space for proposed motor library as outlined by Miss Jones, situation as regards the assistant librarian, and the records of the old Falmouth Library Association, discussed.

Voted to ask for the following Budget for 1939:

Librarian	\$1,716.00	
Assistants	623.00	
Janitor	1,092.00	
Books and periodicals	700.00	
Binding	150.00	
Fuel	250.00	
Repairs	100.00	
Furniture	50.00	
Janitors supplies	25.00	
Care of Grounds	100.00	
Stationery, printing, etc.	75.00	
Telephone	40.00	
Surety Bond	12.50	
All other	16.50	\$4,950.00

A true record, attest:

Harvey J. Davis

Secretary.

Trustees Meeting Feb. 15, 1939 All present.

Voted to continue the same organization as in 1938, namely Milford R. Lawrence, Chairman, and Warren F. Davis, Secretary and Treasurer.

It was voted to grant the request of the Librarian, Miss Cecelia L. Bowerman, for a leave of absence of one (1) year from April 1st, without pay, also to employ Mrs. Ruth H. Farrell to be acting Librarian in Miss Bowerman's place, her employment to start March 13th at \$20. per week, for three weeks, and \$25. per week after April 1st. Voted that Mrs. Peters arrange for this change.

A true record, attest:

Warren F. Davis

Secretary.

Trustees Meeting

May 2, 1939

At the Library

All Trustees present

Discussed the matters of parking and grounds in the rear of Library. Voted to grass over the path from the Town Hall and put back road and drains in order, Chairman Lawrence to attend to this, and to buy a power mower from the Esther E. Beebe fund.

Considered placing the records of the old Library Association under documentary class and Mrs. Peters named a committee for examining ^{NEW} books consisting of:

Mrs. W. W. D. Rudd

Mrs. Warren F. Davis

Mrs. Milford R. Lawrence

Rev. and Mrs. Leslie W. Wallace

Mrs. Howard L. Pierce

Voted that the rate for fines be 2¢ per day and that fines on books out one month must be paid before any more books can be taken out.

Warren F. Davis
Secretary

Trustees Meeting Nov. 14, 1939 8 P M

All Trustees present

Minutes of May 2nd meeting read and approved.

Voted to give prizes for the Book Week Posters and appropriate \$10. for this, to be handled by the Librarian, who suggested Mrs. Hunt, Mr. Fichtengale and Mr. Orr for judges. Voted to have Mrs. Harris some extra time to allow Mrs. Farrell to visit Mr. Farrell at Cape Cod Hospital. Letter from Mrs. Lorman and books written by Katherine Lee Bates received and the Librarian directed to thank her and assure her that the plan she suggested for a Bates shelf will be carried out. Discussed the matters of book deposits and records of same, football playing on the lawn and C. H. Lawrence's bill for Christmas lighting. Voted to pay the expenses of the Librarian at the meeting of the Massachusetts Library Association in Boston, to level the cement panels in front of the library steps, to varnish the entrance and purchase an extension ladder. The Librarian brought up the matter of cataloging, shelf-listing and classifying the books at East Palmouth branch and it was voted to take up with the Selectmen the matter of better care for the Soldiers Memorial.

A true record, attest

Warren F. Davis
Secretary.

Trustees Meeting Dec. 15, 1939 At Library

All Trustees present.

Voted to adopt 1940 Budget of \$4,950. as itemized and to install linoleum floors in the West Reading Room and Lobby as far as desk as per estimate of Wm. C. Davis Company, cost including sanding not to exceed \$425. to be taken from E. Pierson Beebe Fund.

A true record, attest:

Harvey Davis
Secretary.

Trustees Meeting March 18, 1940 At Library

All Trustees present.

Voted to extend the leave of absence of Mrs. Frederick C. Fuglister to July 1st and ask her to confer with us prior to June 1st regarding arrangements affecting the other members of the library staff as to time, salaries, etc.

Discussed the Bates shelf, parking plans, etc. and voted to pay the bill of \$114.20 for furniture and inside repairs from the Esther E. Beebe fund.

A true record, attest:

Harvey Davis
Secretary

Trustees Meeting April 24, 1940 At Library

Voted to subscribe to Christian Science Monitor. Mrs. Peters mentioned Katharine Lee Bates Tea to be held June 20th. Conferred with Mrs. Fuglister regarding her return to the Library on July 1st.

April 25th meeting

Voted to arrange the staff schedule from July 1st to Sept. 14th

Mrs. Fuglister	Librarian	to work 4 days per week for	\$27.50
Mrs. Farrell	Assistant	" 2 "	10.00
Mrs. Harris	"	" 20 hours "	10.00

A true record, attest:

Harvey Davis
Secretary

Trustees Meeting Sept. 14, 1940

(Mrs. Peters absent on account of illness)

Voted to ask for quotations on oil for the 1940-1941 season from Falmouth Coal Co. and Arnold I. Anderson, and to retain Mrs. Farrell as Assistant Librarian at \$10. per week until Dec. 31st, 1940.

Oct. 2nd

Quotations for Oil from Falmouth Coal Co. and Anderson opened and considered. On account of a more favorable price, voted to purchase oil from Anderson for this season.

A true record, attest:

Harvey J. Davis Sec'y.

Trustees Meeting Mrs. Peters' house Dec. 19, 1940

All Trustees present, also Mrs. Fuglister.

The matters of circulation, loss of encyclopedia volume, scholars' department, parking area, possibility of increased requirements on account of Camp Edwards, and various others discussed. Voted to

Retain Mrs. Farrell at \$10. per week for the present, include an item in the 1941 budget to cover, also \$400. for parking area, making total of budget requested \$5,950. To take up with the High School the matter of scholars' behavior and the missing volume, the thank Mrs. Gorman for the Bates Memorial Bookcase, to purchase two bulletin boards for the West reading room and lay a linoleum floor in the Childrens Room.

A true record, attest

Harvey J. Davis
Clerk.

Trustees Meeting Dec. 17, 1941 All present

Voted to ask for the following appropriation from the
Town for 1942

Librarian	\$1,560.00
Asst. "	1,432.00
Janitor	956.00
Books	725.00
Periodicals	125.00
Binding	150.00
Fuel	250.00
Repairs	100.00
Furnishings	25.00
Janitors Supplies	35.00
Care of Grounds	250.00
Stationery	100.00
Telephone	40.00
Bond	12.50
Other expense	39.50
	\$5,800.00

A true record, attest:

Harvey J. Davis

Secretary.

Trustees Meeting Nov. 18, 1941. All Trustees Present.

Mrs. Cecelia B. Fuglister presented her resignation to take effect at the end of the year and same was accepted. Owing to Mrs. Farrell's inability to work regularly for a short while on account of an automobile accident, it was voted to pay Mrs. Harris \$16. per week from Oct. 6th (when she commenced work at the East Falmouth branch) to Nov. 15th (\$6. for work at East Falmouth without transportation) and to reduce Mrs. Farrell's pay to \$10. per week from Nov. 17th.

Voted to allow Albert S. Robbins to take temporary work at Camp Edwards for approximately a month, and to ask for prices from four oil dealers for supplying fuel oil to May 1942. Sign for library hours and railing for steps discussed.

A true record, attest:

Harvey Davis

Secretary

Trustees Meeting Dec. 8, 1941 All present.

Resignation of Albert S. Robbins as janitor, to take effect Dec. 13th, received and accepted. Voted to see if Hugh Duglay would like to fill the position at \$18. per week, year round, mowing to be left out. Bids for fuel oil from Falmouth Coal Company and Arnold I. Anderson opened and it was voted to purchase from Anderson, who made low bid of 6.9 cents per gallon for #4 oil. Voted not to place railing on steps but to provide temporary sign for library hours to be placed in small window east of front door, also to have usual Christmas decorations and lights.

A true record, attest:

Harvey Davis

Secretary.

(Hugh Duglay started work as Janitor Dec. 14, 1941 at \$18. per week, two weeks vacation with pay)

Trustee's Meeting Sept. 22, 1942 All present

Letter of application for position as assistant Librarian from Miss Bertha L. Jenkins received and placed under consideration.

Voted to invest funds received from retired shares of the Falmouth Co-op. Bank in paid-up shares of the Hyannis Co-op. Bank as follows:

Joseph J. Holland Fund	\$200.
Esther E. Beebe Fund	1,000.
E. Pierson Beebe Fund	2,000.

A true record, attest:

Harvey Davis Sec'y.

It was dedided to employ Miss Bertha L. Jenkins as assistant librarian and she commenced work

Trustee's Meeting Feb. 23, 1943

Votes to purchase from funds in Savings Department of Falmouth National Bank, War Bonds as follows:

E. Pierson Beebe Fund	\$5,000.
Jos. J. Holland Fund	100.

Harvey Davis Sec'y.

Trustee's Meeting Sept. 5, 1944 All present

Voted that the Library should be represented at the Cape Cod Library Club meeting, and to employ Mrs. Marion C. Ballard to take the place of Miss Bertha L. Jenkins, who resigned to be married, pay to be 55¢ per hour. Matters of monthly meeting, roof and removal of stoves discussed.

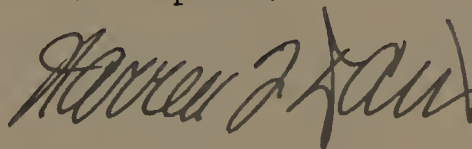
Harvey Davis
Secretary

Note

Mrs. Helen W. Peters, Trustee for ten years, died March 21, 1946.

Trustees Meeting Jan. 21, 1947, H. V. Lawrence Office, Milford R. Lawrence and Warren F. Davis present.

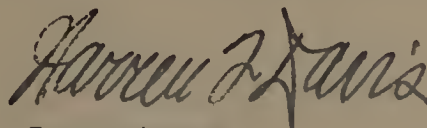
Voted to ask for the same appropriation in 1947 as the previous year, plus 20% increase in item of books and periodicals. Prepared Annual Report.



Secretary

Trustees Meeting March 7, 1947 at the Library 4:30 P M for re-organization, all Trustees being present, namely Milford R. Lawrence, Warren F. Davis and our newly elected trustee, Mrs. Abigail B. Hopson. Milford R. Lawrence was elected Chairman and Warren F. Davis Secretary and Treasurer.

Voted to increase the pay of Mrs. Marion C. Ballard to \$15. per week and that the Librarian report non-payment of book fines to the Trustees for action, also to permit a book collection of Catholic subjects to be placed in the Library as requested by St. Patrick's Church and subject to the control of the Librarian. Several minor matters were discussed.



Secretary

Trustees Meeting Sept. 9, 1948

Conferred with Mr. Dillingham, Supt. of Schools, regarding use of the Library for Class Rooms. Decided to allow use of the Basement Room for the Argicultural Class and to install lights and oil heater.

Also voted to have trim painted and make snow steps.

Harvey Davis
Secretary

Dec. 22, 1948

Voted to have sashes in front windows braced and repair or renew window shades, also place linoleum on the Stack Room floors and office. Budget for 1949 adopted.

Harvey Davis
Secretary

Trustees Meeting Nov. 10, 1949

Conferred with Hugh Duglay regarding his duties and voted to ask him to conclude them as of Nov. 26th, and to hire John Smith to replace him as Janitor as of Nov. 28th, at a salary of \$20. per week, subject to revision if it seems too little.

Voted to purchase \$1,000. in Falmouth Co-op. Bank Paid-up Shares with E. Pierson Beebe funds now in the Falmouth National Bank Savings Department.

Discussed the accident of Mrs. Harris and the effect it may have in the Library work.

Harvey Davis
Secretary

Trustees Meeting Dec. 6, 1949

Discussed Janitor situation and voted to pay Hugh Duglay one week's salary for vacation time. Voted to paint the Children's room, Lobby and Stack Room, using \$600. from appropriation and the rest from Special Funds.

Harvey Davis
Secretary

Trustees Meeting May 5, 1950

Discussed Mrs. Harris' illness, etc. and offer of Falmouth Grange to furnish rails for the steps.

Voted to employ Benjamin Tobey as Janitor at \$20. per week beginning May 22nd, subject to increase if more work required than planned now.

Voted to increase the pay of Mrs. Ruth H. Farrell 10% to \$48.40 per week, and pay her the \$4.40 increase for 19 weeks from Jan. 7th to May 13th from the E. Pierson Beebe Fund.

Voted to transfer the E. Pierson Beebe Fund from Falmouth National to Marcham Savings Bank to obtain larger dividends, and to employ Constance Fitzgerald thru the summer at \$20. per week.

Discussed condition of driveway.

Harold Davis
Secretary

Trustees Meeting Dec. 1950

Adopted Budget for 1951.

Trustees Meeting Dec. 14, 1951

Voted to pay \$115. in bonuses from Esther E. Beebe Fund to the library employees at Christmas, and to ask the Librarian to spend about \$75. from the Holland Fund for books appropriate for the Holland shelf, to close the Library on Dec. 24th, to have James M. Pafford repair the slate roof and Davis Co. paint the step iron railings and repair the newell cast cap in stairway. Bill of Clas. M. Lawrence for \$149. for electric work approved, and the matter of musical library (records) discussed favorably. Voted to ask the same appropriation as in 1951 except to increase the book item \$175. for a new Encyclopedia Britannica, care of grounds \$25. and telephone \$9.

Harold Davis
Secretary

TRUSTEES MEETING Dec. 18th, 1952, at Library

Having been appointed to fill the unexpired term of Mrs. Abigail Hopson, who died June 26th, Mrs. David W. Dimmock was present, with Chairman Lawrence presiding.

Mr. Lawrence reported that Friends of Mrs. Hopson in Davisville had collected \$55. and given it to the Library to be used as a memorial for her, possibly towards a record player.

It was decided to purchase a record player with earphones to cost approximately \$75. and provide a space for records in the small room off the stack room on the Northwest corner, funds to come from the Esther L. Beebe fund.

Discussed the matter of co-operation with the School Department and Mr. Lawrence is to take this up with the Superintendent, Mr. Merson.

The following budget was made up to be asked for in 1953:

Librarian	\$2,990.06	
Assistants	3,103.18	
Janitor	1,359.08	\$7,452.32
Books and periodicals		1,175.00
Binding		175.00
Fuel		500.00
Repairs		400.00
Furniture and furnishings		25.00
Janitor supplies		15.00
Care of Grounds		275.00
Office expense		225.00
Telephone		90.00
Surety bond		12.50
All other		25.00
		\$2,917.50

Harvey F. Davis

Secretary

TRUSTEES MEETING Jan. 8th, 1953 at Library All present.
Made up annual report and discussed leak in dome, oil bill from Anderson to be paid in 1953 and agreed to pay bill of \$100.65 to Spence Music Co. from Beebe fund and discussed the possibility of a Music hour with records.

Harvey F. Davis

TRUSTEES MEETING April 14, 1953 at Library

Mr. Milford Lawrence presiding, the Board organized. Mr. Lawrence was re-elected as chairman, Mr. Warren Davis was elected as treasurer. Mrs. Mary Q. Cobb was elected as secretary.

Mr. Lawrence and Mr. Warren Davis offered an explanation of the budget and of income for the benefit of the recently elected member, Mrs. Mary Q. Cobb.

Minor repairs were discussed briefly. It was recommended that the doors of the cabinets containing the Bryant collection of books be put in good condition. Mrs. Farrell reported that a certain area of the driveway needed attention and Mr. Lawrence agreed to call it to the attention of Mr. Ellis, Road Commissioner.

A letter from Mr. Sumner Crosby was read. It referred to the matter of a bequest in the Will of the late Mrs. Abigail Hopson, former member of the Board. Two letters from the Massachusetts Library Trustees Association were read by Mr. Lawrence. The first letter was a report of the meeting held on September 27, 1952, at which officers were elected, an explanation of the purpose of the organization and urging the Trustees to become members. Favorable action was taken in this matter, and Mrs. Cobb was directed to send the membership fee of one dollar each to the treasurer of the State organization.

The second letter contained a statement of policy for Public Libraries and asked for the endorsement of the Board. This was acted upon affirmatively and Mr. Lawrence agreed to notify the organization of our action. A copy of this article was sent to the Enterprise.

Mrs. Farrell and the Board discussed at length the new department, a collection of records to be offered for circulation. A catalogue from the Middleboro Library, which has such a department in successful operation, was reviewed. Suggestions from this were accepted as a suitable policy for this operation, and it was decided to have pamphlets printed for circulation stating this policy. It was voted to spend another hundred dollars to enlarge further the record collection before the circulation was begun on or about the first of May. Mrs. Farrell was advised that this matter should be released to the Press.

Mary Q. Cobb
Secretary

TRUSTEES MEETING at the Library, November 28, 1953. All present.

Reported at this meeting was the sudden death of our assistant librarian, Mrs. Doris McLeod. It was voted to place in the records an appreciation of her fine services and an expression of sorrow at this time. The secretary was directed to send a copy to her family.

Mrs. Mary Parker Blake was appointed to fill the vacancy, with an appropriate increase in salary.

Mary L. Cobb
Secretary

TRUSTEES MEETING at the Library, December 10, 1953.
All present.

The Board of Library Trustees met to hear the report of the Treasurer and to consider the budget for the new year. The report was accepted, and the budget favorably acted upon.

Mary L. Cobb
Secretary

TRUSTEES MEETING March 31, 1954, at Library. All present.

The Board of Library Trustees met for the first meeting of the year. The organization of officers continued as of the past year.

It was voted to add a part time assistant to the staff.

Mary L. Cobb
Secretary

TRUSTEES MEETING September 18, 1954 at Library. All present.

At this meeting the resignation of Mrs. Ruth Farrell was read and accepted with regret. Mr. Lawrence was delegated to write to her expressing our feelings and wishing her luck in her California adventure.

Mrs. Mary Blake was appointed as acting librarian. Mrs. Dorothy Roberts was elected to act as her assistant.

Mrs. Farrell was granted two weeks vacation salary.

Mary L. Cobb
Secretary

TRUSTEES MEETING October 10, 1954 at Library.

The Board of Trustees met at the Library with all members present.

Letters were read from applicants for the position of librarian. The letter from Miss Eunice Sharp was read and favorably considered. It was agreed to invite Miss Sharp to meet with the Board at an early date.

Mr. Lawrence is to arrange the conference.

Mary L. Cobb
Secretary

TRUSTEES MEETING November, 1954 at Library. All present

Miss Sharp met with the Board at this time and all were favorably impressed. After a short conference on hours, salary, etc. Miss Sharp withdrew.

After a short discussion, it was agreed that we should accept Miss Sharp's application. Mr. Lawrence was delegated to inform Miss Sharp of our decision. She should begin work December 1st.

Mary L. Cobb
Secretary

TRUSTEES MEETING December, 1954 at Library. All present

The regular business to consider financial reports and to plan the budget was accomplished at this meeting.

Mary L. Cobb
Secretary

Note: December 29, 1954.

Wednesday night, December 29th, the Library was broken into and a collection of stamps valued at more than \$2000.00 was stolen. Entrance was made through a basement window and up the stairs to the main floor. Later the stamps were recovered and returned by the police to the Library. (The collection was given to the Historical Society in 1939 by the late Walter L. Gates of Teaticket).

The stamps were stolen by a service man living in Naravista, Falmouth. His home was in Framingham and he took the stamps there and hid them in the garden.

Mary L. Cobb
Secretary

TRUSTEES MEETING, January, 1955, at Library.
All present.

The stamp collection valued at more than \$2000.00 has been returned to the Trustees. At this meeting, a method of taking care of them was discussed. A conference had been held with the Officers of the Historical Society. It was decided to have a case made and to keep the stamps as previously.

The efficiency of our Police Department and the awareness of Mrs. Roberts, a staff member, were praised at this time.

Mary L. Cobb
Secretary

TRUSTEES MEETING, February, 1955 at Library.
All present.

A short meeting was held, and the budget discussed and accepted according to the report of the Treasurer.

Secretary

SPECIAL MEETING, March 1, 1955, held at Mr. Davis's office.
All present.

A meeting was held for conference with Mrs. Blake, who expressed dissatisfaction with present conditions at the Library and offered her resignation. She was urged to remain but felt it best to leave.

Mary L. Cobb
Secretary

TRUSTEES MEETING, March 7th, 1955, at Library
All present.

It was voted to invite Miss Sharp to attend our next meeting to discuss staff.

A motion to hold regular monthly meetings on the first Tuesday of each month was passed. It was agreed that the first part of each meeting should be given to the Librarian at which time she would read her reports and make recommendations.

Mrs. Roberts was appointed assistant librarian.

Mary L. Cobb
Secretary

TRUSTEES MEETING, April 5, 1955. Mr. Crooks and Mrs. Cobb present. Mr. Davis was absent from this regular meeting.

Routine matters were discussed but no action taken. The resignation of Benjamin Tobey as janitor was accepted with regret.

Mary L. Cobb
Secretary

TRUSTEES MEETING, May 3, 1955, at Library. All present.

Miss Sharp read the forms and rules she had arranged, also reported the poor condition of the furnace, and the need of a new typewriter. Since the budget at this time would not allow purchases, these matters were placed on file to be included in 1956 budget.

Miss Sharp was directed to engage Miss Ann Langenheim as part-time clerk.

Mr. Crooks agreed to discuss with the town attorney the disposition of money received as gifts and fines.

Miss Sharp's suggestion of experimenting with the circulation of paper back novels was accepted.

Fifty dollars was voted for records.

Mary L. Cobb
Secretary

TRUSTEES MEETING, June 7, 1955, at Library. Mr. Crooks and Mr. Davis were present. Mrs. Cobb was absent.

Miss Sharp presented a schedule for morning opening three days a week for the summer season and it was voted to adopt this. Matter of a slot in the door for receiving books discussed and approved, and the parking situation considered. Voted to increase the salary of the Librarian to \$57.50 per week from June 13th in accordance with understanding had when she was hired.

A delegation from North Falmouth, consisting of Messrs. Bemis and Mead, also Miss Swift and Mrs. Sawyer, presented plans for a library in their place and the Trustees agreed to help in every practical way.

Warren F. Davis
Secretary, pro tem.

TRUSTEES MEETING, July 21, 1955 at Library. All present.

Report of the treasurer was read and accepted. The suggestions of Miss Sharp that the book slot be arranged was accepted, as was the suggestion that the money box be taken to Mr. Davis's office. The matter of vacations was referred to the next meeting, as was time out for coffee breaks. Change in size of stationery agreed upon. Mr. Davis noted copper work needed attention. Boyinton & Neal of Wareham on looking it over estimated about \$150.00.

Mary L. Cobb
Secretary

TRUSTEES MEETING September 7, 1955 at Library. All present

Regular monthly meeting of the Board was held, and suggestions as submitted by Miss Sharp, Librarian, were acted on as follows: 1. Regarding repairs, it was agreed that Mr. Davis would contact a plumber concerning the toilets. Also that the furnace should be repaired. 2. Roofers had already been directed to repair the roof to the extent of \$150.00, which would not affect the book budget. 3. Regarding the grounds, it was voted that to-date the current year expenditures had reached \$324.00. Mr. Ellis will be interviewed concerning rocks to protect the lawn. 4. The application of Mrs. John R. Hughes received favorable consideration. 5. The item of returning books through a book slot was again brought up and Mr. Davis is looking into this. 6 and 7. Newspaper advertising not favorably considered by the Board. 8. The suggestion that Mr. Ellis put in his budget enough for resurfacing the driveway was not discussed. 9. The Board will continue the control of the care of the grounds. If extensive repair is to be done, it will be put out to bids, including the joining-up where the new through road was decided. 10 and 11. It was voted there will be no purchase at present for another file for storage of pamphlets, nor for the purchase of a safe. There was a suggestion of fifteen minutes twice a day as a time-off policy for coffee breaks. It was thought not advisable to close the Library for inventory.

Mary L. Cobb
Secretary.

TRUSTEES MEETING, October 11, 1955 at Library.
All present

Since Miss Sharp, the librarian, was on vacation, her report was not submitted. Building maintenance was the chief business of the evening, and the following action taken: Winthrop Lumbert to varnish door and storm windows; to procure an estimate on redoing the grounds around the Library inside of the curbing, also an estimate on doing the big lawn in front of the building. The firms of H.V. Lawrence, Jack Marshall and Abner Briggs will be asked to submit figures. Funds for resurfacing our drives will be included in the budget of the Road Surveyor, Mr. Ellis.

It was voted to order a book slot placed in the front door by Wilkinson of Boston at a cost of \$14.50.

A conference with the town attorney informed us cash gifts cannot be accepted.

Mr. Davis was advised to confer with the new firm in town (Authier) regarding the completion of roof repairs.

Mary L. Cobb
Secretary

TRUSTEES MEETING, November 1, 1955 at Library. All present

Repairs were discussed by Mr. Davis, he reported the results of an inspection of the roof by Mr. Authier, and it was agreed that roofing glass should be ordered from the Pittsburg Plate Glass Co. Mr. Davis also recommended that the building be re-pointed and the figures submitted by Mr. Norris, the mason, be included in the budget. Mr. Crooks read a letter from Mrs. Roberts, assistant librarian, requesting a salary increase. It was agreed that no change should be made until after the report from the Salary Comm. The Salary Committee is a commercial outfit engaged by the town to survey all town salaries. Mr. Crooks will write to Mrs. Roberts, acknowledging her request and the Committee's decision.

Mary L. Cobb
Secretary

TRUSTEES MEETING, December 13, 1955 at Library. All present

The yearly report of the Treasurer was read and accepted. There was no report from Miss Sharp. Mr. Crooks discussed the matter of Miss Langenheim's help in the library. He reports that Miss Langenheim, a part-time assistant, has expressed some idea of leaving. After discussion, it was decided that Mrs. Hughes, whose application was on file, should be contacted by Miss Sharp and offered the position.

Mary Q. Cobb
Secretary

TRUSTEES MEETING, January 3, 1956 at Library. All present.

The meeting was concerned with a study of salary and hours. It was stated the library is open 40 hours per week. Each of the staff members works about 30 hours as follows: 1.30 to 8.30 pm for five days per week, and 1.30 to 6.00 and 6.00 to 8.30 for one day. Salary schedule is based on 36½ hours. Mr. Crooks will discuss this with Mr. McGilvray. It was moved to raise the budget slightly according to Mr. Franco's suggestion. The rise and fall in circulation was considered.

Mary L Cobb
Secretary

TRUSTEES MEETING, February 1956 at Library. All present.

Miss Sharp read her regular report and commented on books given by several organizations. She noted that the Child Study Group gives books regularly. The report of the Treasurer was read and accepted.

Mary L Cobb
Secretary

TRUSTEES MEETING, April 3, 1956

The regular meeting was held at the Library with Mr. Crooks and Mr. Davis present. Because of illness, Mrs. Cobb was absent and the committee has not organized.

Mr. Davis has checked on the transfer of the North Falmouth Fire Station to the Library Trustees. Mr. Crooks will contact Mr. Bemis and arrange for a meeting with the interested people to discuss plans for the changing over of the building for library purposes.

It was agreed that Mrs. Roberts, who has been ill, could return on a part time basis when a physician permits. Miss Sharp will be permitted to take time off for the over-time she has put in without compensation filling Mrs. Roberts' place.

Mary L Cobb
Secretary

September 5, 1956

The regular meeting of the month with all members present was held at the Library.

Miss Sharp read the report on the summer activities of the Library; seasonal cards, hours and circulation increase.

Mr. Davis reported the progress made in the North Falmouth Library. He presented his expense sheet for this project:

Town appropriation	<u>\$3000.00</u>	
Advertisement for bids		\$6.00
Plumbing, J.A.Powers		18.29
repairs, Thaxton		14.06
Cleaning		12.00
North Falmouth Hardware		21.31
Electrician, C. Lawrence		52.70
Floors, W. C. Davis		352.50
Blinds " "		131.72
Shelves, Thaxton		436.00
Furniture		75.60
Cesspool Cement		2.50

Used Beebe fund for above. \$560. Bal. Town App.

Mary L. Cobb
Secretary

October 1, 1956

Special meeting of Board of Trustees held in Library. All members present.

Discussion of Miss Sharp's report. It was remarked that Trustees should be consulted on future changes in policy as to hours, etc. It was agreed that 36 hours should be the minimum. Work on the files proceeds very slowly.

Mr. Crooks announced that Mrs. Cahill of the State Library Department will be with us for conference on Thursday, October 18th.

Mary L. Cobb
Secretary.

November 5, 1956

Regular monthly meeting with all members present was held at the Library at 8.00 p.m.

Miss Sharp submitted a working schedule for the staff and it was approved.

Mr. Davis reported the G Bond no longer drawing interest so suggested the purchase of a new bond accumulative. It was voted to follow this advice.

The committee voted a step-up in salary for the librarian, Miss Sharp, and the assistant, Mrs. Roberts, according to Personnel Board ruling.

Mr. Stratton of the North Falmouth Library committee requested a vestibule be added to the library. It was agreed to do this, and Mr. Davis will confer with Mr. Thaxton concerning cost.

Mary L. Cobb
Secretary

December, 1956

Regular monthly meeting with all members present was held at the Library at 8.00 p.m.

Discussing library funds, Mr. Crooks was directed to look up Town by-laws concerning the turning over of fines, gifts, etc. to the town treasurer. Mr. Davis remarked that Miss Sharp had been told to bring all money over twenty-five dollars to his office to be placed in his safe.

The recent robbery at the Library was again discussed and it was agreed to accept the police plan of filing a charge against the Juveniles who committed the break.

Mary L. Cobb
Secretary

NOTE: The Library was broken into in late October, 1956, and two boys, juveniles, stole the sum of about thirty-five dollars. They were apprehended, but on advice of the police and with restitution made by their fathers, the matter was dropped.

Mary L. Cobb
Secretary

TRUSTEES MEETING, January, 1957

The regular meeting of the month with all members present was held at the Library.

The special business of this meeting was the reading and discussing of the report submitted by the State Library Department. The points of particular interest were:

1. Job schedule
2. Reduce circulation detail
3. Increase books for teen-age group.
Some weeding out of out-of-date books, etc.
4. Committee to provide magazine racks.

The Board directed Mr. Davis to order a 48" magazine rack for the library with a smaller one for the North Falmouth Library, according to article 4. Miss Sharp was asked to report on articles 1 and 2 as to how much had been accomplished. In his treasurer's report Mr. Davis reported that Thaxton's bid for the vestibule for the North Falmouth Library was \$690.00 and so it seemed advisable to put a request for \$700.00 in the town warrant. Mrs. Cobb moved that a yearly meeting be held with the North Falmouth Library to discuss budget. This was voted. Mr. Davis will send \$3.00 for membership in the Mass. Library Association. The Board has agreed that the War Memorial in front of the Library should be cared for by the Selectmen, and this matter will be reported to the Selectmen.

Mary L. Cobb
Secretary

TRUSTEES MEETING, February 11, 1957

The regular meeting of the month with all members present was held at the Library.

This meeting was given almost entirely to budget discussion. Miss Sharp offered her monthly report and suggested the wires be checked, that Mrs. Hughes' salary be increased, and a 21 file for \$400.00 be purchased. Answering Mr. Crooks' question regarding the expense of grounds upkeep, the Treasurer said the season 1955-56 cost \$460.81. It was suggested that the Park Department take over this task.

Mary L. Cobb
Secretary

TRUSTEES MEETING, March, 1957

The regular meeting of the month with all members present was held at the library.

Miss Sharp in submitting her report suggested a ruling concerning the issuing of cards. She suggested a resident of two year duration or listed on the voting list should be exempt from paying a deposit. Miss Sharp was directed to develop a regular letter to be sent to those persons whose books were overdue. After a reading and acceptance of the Treasurer's report, Mr. Davis was directed to attend to the minor repairs necessary.

Mary L. Cobb
Secretary

TRUSTEES MEETING, April 1957

The regular meeting of the month was held at the library with all members present. The Treasurer's report was read and accepted. Minor discussion of small details followed.

Mary L. Cobb
Secretary

TRUSTEES MEETING, May 1957

The regular meeting of the month was held at the library. The Treasurer's report was read and accepted.

Mary L. Cobb
Secretary

TRUSTEES MEETING, June 1957

The regular monthly meeting was held at the library with all members present. The Treasurer's report was read and accepted. Miss Sharp read a most interesting statistical report of the library and its circulation as follows:

Circulated 37,673 adult books
(more than three books to every resident)
Children 10,900
In the stacks 15,000 books
Increase in users: 455
type circulated 347 philosophy
477 religion
96 languages
25,775 fiction
766 fine arts
804 records

It was decided that beginning July 5th the library hours will be from 11.00 a.m. till the regular 8.30 p.m. closing, until Labor Day.

Mary L. Cobb
Secretary

TRUSTEES MEETING, July 1957

The regular meeting of the month was held at the Library. The Treasurer's report was read and accepted. Routine matters were discussed but no action taken.

Mary L. Cobb
Secretary

TRUSTEES MEETING, September 27

All members of the Board of Trustees were present at the regular monthly meeting held at the Library.

In reading her monthly report, Miss Sharp noted the following: 1. Basement toilet needs repair. 2. Roof needs attention. 3. Grounds need additional care although more than \$325.00 has been spent by the end of July. 4. Suggested calling Mr. Ellis's attention to drive. In considering these needs, Mr. Davis was directed to confer with a plumber, also a man to fix the roof, allotting about \$150.00 for this latter purpose.

Mary L. Cobb
Secretary

TRUSTEES MEETING, October 27

All members of the Board of Trustees were present at the regular monthly meeting held at the Library.

The following business was transacted: 1. Mr. Davis was directed to confer with Russell Norris about fixing several leaks in the masonry. 2. Miss Sharp was given vacation time and Mrs. Roberts directed to get help as needed. 3. The oil burner which has just been serviced needs to be reserviced. It does not work satisfactorily.

Mary L. Cobb
Secretary

TRUSTEES MEETING, November 1957

The regular meeting was held at the Library with all members present. The Treasurer's report was read and accepted. Routine matters were discussed but no action taken.

Mary L. Cobb
Secretary

TRUSTEES MEETING, December 1957

The regular meeting was held at the Library with all members present. The regular business to consider financial reports and to plan the budget was accomplished at this meeting.

Mary L. Cobb
Secretary

TRUSTEES MEETING, January 7, 1958

The regular monthly meeting of the Library Trustees was held in the library with all members present.

Miss Sharp, Librarian, presented her annual report stating total circulation 36,673, record borrowers 3,564 including 436 new borrowers.

Mary E. Cobb
Secretary

TRUSTEES MEETING, February 7, 1958

The regular monthly meeting of the Library Trustees was held in the Library with all members present.

The recommendation of the Wage Survey Committee that the library employees' hours be increased was accepted. It was explained this would not only offer more service to the public but would also give time for a survey of book cataloging and checking of cross references in the library.

Mary E. Cobb
Secretary

TRUSTEES MEETING, March 9, 1958

The regular monthly meeting of the Library Trustees was held with all members present.

Miss Sharp, Librarian met with the Board to discuss detailed plans for the observance of National Library week. Posters and books will be displayed in several of the stores on Main Street. At the Library there will be "open house", several Outlook Club members will review new books and coffee will be served.

A letter from Mrs. Roberts was read requesting a salary increase. The request was tabled awaiting the results of a Salary Survey being made.

Mary E. Cobb
Secretary

TRUSTEES MEETING, April 10, 1958

At the regular monthly meeting held at the Library and attended by all members of the Board, the resignation of Mrs. Dorothy Roberts was accepted with regret. The chairman was appointed to send her a letter expressing our regret.

A report of the survey of the library was submitted by Clarence E. Sherman. Mr. Sherman, former Chief of the Providence Library, was commissioned to make this study. This complete and interesting report was accepted with appreciation. A lengthy discussion followed and it was agreed that most of these suggestions would be followed as soon as possible. The report was placed in the files.

Mary E. Cobb
Secretary

TRUSTEES MEETING, May 7, 1958

At the regular meeting of the Board of Trustees held at the Library several applications for the position of assistant librarian were considered. Mrs. Joseph B. Miskell of Falmouth Heights was appointed to the vacancy.

Mary L. Cobb
Secretary

TRUSTEES MEETING, June, 1958

At a short meeting of the Board of Trustees held at the Library, a report was read from the Personnel Board verifying the appointment of Mrs. Joseph Miskell to fill the position as Circulation Librarian as of May 17th, at a salary of \$52.50, beginning salary.

Mary L. Cobb
Secretary

TRUSTEES MEETING, August 1958

The regular meeting of the Trustees was held August 1st at the Library with all members present.

Miss Sharp, librarian, presented a letter of resignation. She has accepted a position in Plymouth and will leave September 1st. The chairman will announce the vacancy and communicate with the State Library Department asking for a list of applicants and also data on current salaries.

Mary L. Cobb
Secretary

TRUSTEES MEETING, August 28, 1958

At a meeting held at the library Mr. Crooks reported letters have been sent to ten applicants whose names were on a list received from the State Library Department. Five answers have been received declining the job. The consensus of opinion seems to be our salary schedule is out of line, below the average of the state. Mr. Crooks will meet with the Personnel Board to discuss an increased salary for the head Librarian.

Mary L. Cobb
Secretary

TRUSTEES MEETING, September 4, 1958

At the regular monthly meeting held at the Library it was agreed that under present circumstances the Library cannot be opened the usual number of hours and that the evening hours could not be continued. The library will be open 1.30 to 5.30 p.m. until further notice.

Mary Z Cobb,
Secretary

TRUSTEES MEETING, September 10, 1958

A special meeting was held at the Library to receive the report that the Personnel Board had agreed to increase the salary of the Librarian. With the cooperation of Mrs. Hughes and Mrs. Miskell, it is believed the Library can be opened three nights a week.

Mary Z Cobb,
Secretary

TRUSTEES MEETING, September 17, 1958

At a special meeting the resignation of Mrs. Miskell was read and accepted with regret. Mrs. Miskell is resigning for reasons of health. Alexander Pate's bid for a new furnace at a cost of \$1466.00 was accepted. It was voted to have Winthrop Lumbert paint book cases and sills.

Note Mrs. Miskell has reconsidered her resignation and will continue until the personnel situation at the Library has improved.

Mary Z Cobb,
Secretary

TRUSTEES MEETING, October, 1958

The application of Mrs. Hazel Atwood for the post of head librarian at the Palmouth Public Library was accepted by the Board of Trustees. Mrs. Atwood is a certified librarian highly recommended by the Library Department of the State Board of Education. Mrs. Atwood will begin her duties here about December 1st.

Mrs. Miskell has by ill health been forced to resign immediately. Mrs. Ida Sylvester of the North Palmouth Library will assist Mrs. Hughes at the library on a part-time basis.

Mary Z Cobb,
Secretary

TRUSTEES MEETING, November 1958

The regular monthly meeting was held at the Library with all members present. Applications for the post of assistant librarian are being received and considered, but no action will be taken until the new librarian is here. Mr. Crooks reports Mrs. Atwood will be at the Library on November 24th.

Mary Z Cobb,
Secretary

1935 to 1958

20061-8
back of book

KOFILE PRESERVATION

Treatment Report

2013

Condition on Receipt:

Book previously rebound. Paper acidic, weak, torn and chipped at edges.

Treatment:

Book dismantled and binding materials removed. Paper mended with Japanese tissue or filmoplast R heat set tissue. Pressure sensitive tape and adhesive residue, if present, were removed insofar as possible without causing further damage. Paper deacidified using magnesium oxide. Sheets encapsulated in archival grade polyester envelopes. Envelopes bound in record binder.

